

# Punctuating Direct and Broken Quotations

**15d.** Use quotation marks to enclose a **direct quotation**—a person’s exact words.

**15e.** A direct quotation generally begins with a capital letter.

**EXAMPLE** Mr. Colby said, “**T**he *Titanic* will never sink.”

**15f.** When an expression identifying the speaker interrupts a quoted sentence, the second part of the quotation begins with a lowercase letter.

**EXAMPLE** “The *Titanic*,” said Mr. Colby, “**w**ill never sink.”

**15g.** A direct quotation can be set off from the rest of the sentence by one or more commas or by a question mark or an exclamation point, but not by a period.

**15h.** A comma or a period should be placed inside the closing quotation marks.

**15i.** A question mark or an exclamation point should be placed inside the closing quotation marks when the quotation itself is a question or an exclamation. Otherwise, it should be placed outside.

**EXAMPLES** “What a fabulous ship!” Mrs. Colby exclaimed.

“Let’s go,” suggested her husband, “and join the others for dinner.”

Roberto asked, “Where are we going?”

**EXERCISE** Use quotation marks, commas, and capital letters where they are needed in each of the following sentences. If a sentence is already correct, write C above it.

**Examples** 1. <sup>Did</sup>“~~did~~ you enjoy your dinner?” asked Mrs. Colby.

2. Mr. Colby said that the *Titanic* would never sink.

1. The captain announced that dancing begins at midnight.
2. how can we dance if the sea gets rough? Mrs. Colby asked.
3. My dear her husband replied, we’ll just move with the waves.
4. What is that ahead? asked Clive.
5. A steward said that it looked like an iceberg.
6. The captain asked what’s causing the commotion?
7. A short while later, a telegraph operator said I heard a distress signal.
8. Someone asked where the signal originated.
9. I’m trying to figure that out he answered, but I’m not sure.
10. It might be coming from the *Titanic* another operator said.